

REQUEST FOR PROPOSALS

Institute of Museum and Library Services

**1800 M Street NW, 9th Floor
Washington, DC 20036-5802**

Proposals in response to this solicitation may be submitted in either hardcopy format or electronically via Grants.gov.

Proposals submitted in hard copy format must be RECEIVED at the above address by 4:30 P.M., Eastern Daylight Time (EDT) on May 4, 2007. Hard copy proposals, including the original plus five additional copies, should be sent by US Mail or a commercial delivery service to:

Institute of Museum and Library Services
Office of Policy, Planning, Research and Communications
1800 M Street NW, Room 9308
Washington, DC 20036-5802
Attention: Mamie Bittner

Alternatively, proposals may be submitted through Grants.gov, which provides a single Web site for organizations to apply for competitive grant opportunities from all 26 of the federal grant-making agencies. All applicants who are using Grants.gov must register with Grants.gov before submitting their applications. This multi-step registration process generally cannot be completed in a single day. Applicants who are not already registered should allow at least two weeks to complete this one-time process. Do not wait until the day of the application deadline to register. Step-by-step instructions for registering are available at www.grants.gov/GetStarted. The Grants.gov system will accept applications through 11:59 PM Eastern time on the deadline day; however, extra time should be allowed to ensure that the application is successfully received by Grants.gov.

Organizations applying through Grants.gov will need to locate the application package at www.grants.gov. The Funding Opportunity Number is: MS-CA-07.

For information about this solicitation, please contact: Mamie Bittner, Deputy, Office of Policy, Planning, Research and Communications, Institute of Museum and Library Services, 1800 M Street NW, Room 9110, Washington, DC 20036-5802, (202) 653-4630, mbittner@imls.gov.

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The Institute of Museum and Library Services

The Institute of Museum and Library Services is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development.

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SECTION I. FUNDING OPPORTUNITY DESCRIPTION

Project Title: Cooperative Agreement to Assess the Effectiveness of Various Methods Used to Distribute Public Funds to U.S. Museums

I.A. Introduction:

Congress has established the Institute of Museum and Library Services as the primary source of federal support for the nation's libraries and museums. Specifically through the Museum Services Act, as cited in the legislation (20 U.S.C.§9171), federal funds are directed to museums*

- 1) to encourage and support museums in carrying out their public service role of connecting the whole of society to the cultural, artistic, historical, natural, and scientific understandings that constitute our heritage;
- 2) to encourage and support museums in carrying out their educational role, as core providers of learning and in conjunction with schools, families, and communities;
- 3) to encourage leadership, innovation, and applications of the most current technologies and practices to enhance museum services;
- 4) to assist, encourage, and support museums in carrying out their stewardship responsibilities to achieve the highest standards in conservation and care of the cultural, historic, natural, and scientific heritage of the United States to benefit future generations;
- 5) to assist, encourage, and support museums in achieving the highest standards of management and service to the public, and to ease the financial burden borne by museums as a result of their increasing use by the public; and
- 6) to support resource sharing and partnerships among libraries, schools, and other community organizations.

To achieve the purposes of the Museum Services Act the Institute of Museum and Library Services has established an array of discretionary grant programs administered at the national level. These programs have helped hundreds of museums around the country to better connect with the public they serve, enhance lifelong learning, and conserve tangible objects for future generations.

The Institute also administers a program of federal support for libraries. The purposes of the Library Services and Technology Act are similarly broad, but the delivery

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mechanisms differ. The Library Services and Technology Act provides that funds be delivered through a national competitive process as well as through a population-based grant to each state. The formula grants to the states leverage the national investment in libraries and encourage local and state responsibility in supporting the role of libraries in bringing educational, cultural and civic benefits to the American public. In addition there are many other models across the federal government that use a distribution of federal funds to the states to build capacity. There is no such mechanism for museums.

The Institute of Museum and Library Services, in response to its legislative authority to conduct analyses on the impact and effectiveness of museum and library services (20 U.S.C. Chapter 72, 9108), proposes to assess the effectiveness of the systems that are currently in place to deliver state and federal public funds to museums. Effectiveness will be assessed using the purposes identified in the Museum Services Act.

* The Museum Services Act states, “The term ‘museum’ means a public or private nonprofit agency or institution organized on a permanent basis for essentially educational or aesthetic purposes, that utilizes a professional staff, owns or utilizes tangible objects, cares for the tangible objects, and exhibits the tangible objects to the public on a regular basis. Such term includes aquariums, arboretums, botanical gardens, art museums, children’s museums, general museums, historic houses and sites, history museums, nature centers, natural history and anthropology museums, planetariums, science and technology centers, specialized museums, and zoological parks.” (20 U.S.C. §9172)

I.B. Scope of Work:

It will be the responsibility of the Cooperator, working in consultation with the IMLS, to:

1) Identify a sample of states to represent the universe of museum services. Eight to ten states will be chosen that will serve to represent a wide variety of conditions:

- Geographic region
- Museum profile (e.g. number, location, size, type, budget, distribution, and visitation in the state)
- Statewide audience demographic profile (e.g., education, income, language, and culture)

2) Conduct a literature review and analysis of existing data; develop a methodology for a survey to gather quantitative and qualitative information that can be used to assess the effectiveness of the current systems that deliver public funds to museums. Data collection methods shall include a survey and may also include focus groups or directed conversations. In particular the study should examine the following questions:

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- What mechanisms are currently used to deliver public funding to museums from the federal government and the state government in each of the identified states?
- For what purposes are state and federal public funds allocated to museums in each of the identified states?
- How do delivery mechanisms impact the quality of services? Are there gaps?
- Would alternative funding models, such as a population-based state grant, make a significant impact in addressing any identified gaps in museum services?

3) Administer the study and analyze the results.

4) Provide a report to the Institute of Museum and Library Services.

Estimated Timeline

Task	IMLS Project Staff	Cooperator	Time	Dates
	Awards a cooperative agreement for the study			May 11, 2007
1	Start-up meeting with Cooperator	Start-up meeting with IMLS staff	1 day	Week of May 11, 2007
2	Chooses states	Drafts questionnaire; identifies survey participants	1 month	June 8, 2007
3		Drafts OMB clearance statements	1 week	June 15, 2007
4	Obtains OMB clearance		16 weeks	June 15 – Oct. 5, 2007
5		Collects data	1 month	Oct. 8 – Nov. 2, 2007
6		Analyzes data and provides report to IMLS.	1 month	Dec. 14, 2007

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Nature of Required Work:

Task 1. Within a few days of the awarding of the agreement, the Cooperator will meet with IMLS project management staff to discuss the objectives of the project and present a detailed work plan that includes the development of the survey instrument, the fielding of the instrument, data analysis, and a schedule for reporting.

Task 2. Once IMLS has identified representative states, the Cooperator will develop and pilot a draft survey instrument within Office of Management and Budget (OMB) clearance constraints, and will identify survey participants.

Task 3. Within five weeks of being awarded the contract, the Cooperator will draft OMB clearance statements.

Task 4. The Cooperator and IMLS will participate in the iterative process of OMB clearance.

Task 5. The Cooperator will field the survey and collect the data.

Task 6. The Cooperator will analyze the data and present findings to IMLS. The Cooperator will provide a complete technical report that includes an executive summary, the survey instrument, methodology, data analysis, conclusions, and recommendations.

SECTION II. ELIGIBILITY INFORMATION

A U.S. nonprofit organization with tax exempt status is eligible, including museum and library services organizations. In addition, state and local government agencies and tribal governments are eligible to apply. Individuals are not eligible to apply. Ineligible proposals will not be reviewed.

SECTION III. AWARD INFORMATION

III.A. IMLS anticipates awarding only one (1) Cooperative Agreement.

III.B. The award under this program will be for up to \$200,000. No cost sharing is required, but cost sharing will be considered as an evaluation factor.

III.C. The award will be for a maximum of one (1) year from date of award.

III.D. The estimated award date is May 11, 2007, with an immediate start date. IMLS will notify all applicants of final decisions. No information about the status of an application

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will be released until all applications have been reviewed and all negotiations are concluded.

III.E. IMLS will work closely with the recipient of the Cooperative Agreement on all decisions related to the project. IMLS will also consult with the recipient of the Cooperative Agreement on other matters and activities set forth in the Scope of Work in Section I.B.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

IV.A. This solicitation contains all information needed to apply for this opportunity. See <http://www.imls.gov/applicants/grantsgov/nlg07.shtm#forms> for electronic versions of the Face Sheet and Budget forms. Applicants may download and print these forms. The Program Information Sheet, Partnership Statement, and the Specifications for Projects that Produce Digital Products are not applicable.

Information about submitting applications through Grants.Gov, plus instructions for how to complete the necessary IMLS forms, can be found in the National Leadership Grant guidelines posted on the IMLS Web site:

http://www.imls.gov/applicants/grants/pdf/NLG_2007.pdf.

Grants.Gov information and instructions:

- General information, including how to download the application package: page 21
- Submitting applications via Grants.Gov: page 45

Instructions for completing IMLS forms:

- Face sheet/SF-424s: page 26
- Budget: p. 34

IV.B. Proposals in response to this solicitation may be submitted in either hardcopy format or electronically via Grants.gov.

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IV.C. Any proposal received after the time specified for receipt will not be considered unless (1) it was sent by surface mail and IMLS determines that the late receipt was due solely to handling by the IMLS after receipt at IMLS, (2) it is the only proposal received, or (3) it offers significant cost or technical advantage, and it is received before an award determination has been made.

IV.D. In order to streamline and simplify the management of federal financial assistance, the Office of Management and Budget (OMB) has directed that all federal agencies require applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or an electronic application.

IV.E. Format

The application narrative may be no more than ten pages in length and must address the proposal Evaluation Criteria listed in Section V.B., and must:

- Address the Evaluation Criteria in the order presented.
- Provide sufficient information for reviewers to evaluate all Evaluation Criteria.
- Conform to the space limits of ten single-spaced, one-sided pages.
- Use 8.5 by 11 inch format.
- Leave a margin of at least 0.5 inches on all sides.
- Have each page numbered.

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- Be printed in a sans-serif, 12-point typeface with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable. Handwritten applications will not be accepted.

IV.F. Content

Signed proposals in response to the solicitation, in original and five (5) copies, shall include:

IV.F.1 A Face Sheet

(see <http://www.imls.gov/applicants/grantsgov/nlg07.shtm#forms>)

IV.F.2. A narrative that includes:

- A project design covering all elements and activities listed in the Scope of Work in Section I.B.
- A project budget, including funds requested from IMLS, funds to be contributed by the applicant (including in-kind contributions), and funds to be contributed by any third parties.

IV.F.3. Budget

The proposal must include a Detailed Budget for the proposed project, a Summary Budget, and a Budget Justification that explains the elements of the Detailed Budget. See budget forms at <http://www.imls.gov/applicants/grantsgov/nlg07.shtm#forms>. Applicants may create their own budget forms as long as all items of information included in the OMB forms are included.

- Only costs attributable to achieving specific project activities should be included in the budget.
- For each item, the Detailed Budget should identify whether support is requested from IMLS or is contributed. All of the items listed, whether supported by award funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the award period.
- For services to be outsourced, the applicant should, whenever possible, provide detailed bids and justification of how the proposed contractor was selected.
- The Budget Justification should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role that each person listed in the project budget will play, and should justify all proposed equipment, supplies, travel, services, and other expenses.

IV.F.4. The applicant must provide a Task List that shows when each major project activity will be completed and how award funds will be expended throughout the project. The Task List must correspond to the activities described in the Narrative. It must include each major activity for which direct costs are requested from IMLS. It must indicate

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milestones for completion of each major project activity and show how award funds are to be spent over the course of the project.

SECTION V. APPLICATION REVIEW INFORMATION

V.A. IMLS will determine whether applicants are eligible and whether an application is complete.

V.B. All eligible and complete proposals will be competitively reviewed. The evaluation will be based on the following Evaluation Criteria:

V.B.1. Project Design

- Evidence of the quality of the proposed plan to accomplish the work identified above under “Scope of Work,” including evidence of the applicant’s expertise in conducting public policy studies and understanding of cultural funding in the United States.
- Extent to which the proposal reflects an understanding of and experience in the design, delivery, and management of such efforts.
- Extent to which the applicant has experience in delivering high-caliber national projects.
- Resumes or curricula vitae of no more than two pages each for all key personnel must be included.

V.B.2. Project Resources: Time, Budget, Personnel, Management Plan

- Evidence of the ability to develop, deliver, and manage the project in an effective and timely manner.
- Evidence that the project personnel are qualified to accomplish project goals and activities.
- Extent to which they demonstrate appropriate experience and experience in the specific areas that the proposal addresses
- Extent to which personnel commit adequate time to manage and implement the project activities.
- Extent to which the budget is reasonable and appropriate.

SECTION VI. AWARD ADMINISTRATION INFORMATION

VI.A. Cooperative Agreement

The instrument that will be awarded as a result of this Program Solicitation is a Cooperative Agreement, as defined by the Federal Grant and Cooperative Agreement Act of 1977, Public Law 95-224. A Cooperative Agreement is a cost reimbursement instrument. No fee of profit (or other increment above allowable cost) is allowed.

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VI.B. Terms and Conditions

Institute of Museum and Library Services Cooperative Agreements are subject to the General Terms and Conditions for grantees (please see <http://www.imls.gov/recipients/administration.shtm>).

The Cooperator shall also comply with the applicable OMB Circulars and with the Institute of Museum and Library regulations at 45 C.F.R. subparts 1180, 1181, 1182, 1183, 1185, and 1186. Such OMB Circulars and IMLS regulations will be incorporated by reference into the Cooperative Agreement.

VI.C. Assurances and Certifications

Assurance of Compliance with Non Discrimination Requirements

By submission of a proposal, the Cooperator hereby agrees that it will execute projects, productions, workshops, and programs in accordance with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, where applicable. Copies of the nondiscrimination regulations identified above may be obtained by writing to the Office of Civil Rights, Institute of Museum and Library Services, 1800 M Street NW, 9th Floor, Washington, DC 20036.

Certification Concerning Debarment, Suspension, and Other Responsibilities

In compliance with 45 CFR Part 1185,

1. The Cooperator, certifies to the best of his or her knowledge and belief that the Cooperator and its principals:
 - (a) Are not presently excluded or disqualified;
 - (b) Have not been convicted within the preceding three years of any of the offenses listed in 45 C.F.R. 1185.800(a) or had a civil judgment rendered against the applicant or its principals for one of those offenses within that time period;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 45 C.F.R. 1185.800(a); and
 - (d) Have not had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.
2. The Cooperator further certifies that the Cooperator and its principals will comply with 45 C.F.R. Part 1185 Subpart C (Responsibilities of Participants Regarding Transactions) and will require similar compliance with Subpart C by persons at the next lower tier with whom the primary tier participant enters into covered transactions.

Where the Cooperator or any lower-tier participant is unable to certify to this statement, it shall provide an explanation to the IMLS Grants Office.

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Delinquent Debt Certification

The Cooperator certifies that it is not delinquent on any Federal debt or, if it is, will provide explanatory information. Examples of relevant debt include delinquent taxes, audit disallowances, and benefit overpayments.

Drug-Free Workplace Act Certification

The Cooperator certifies, as a condition of the award, that the Cooperator will or will continue to provide a drug-free workplace by complying with the requirements in Subpart B of 45 C.F.R. Part 1186.

This includes: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the applicant's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either with this application, upon award, or in documents kept on file in the applicant's office) all known workplaces under the award.

VI.D. Reporting

It will be the responsibility of the recipient to file required reports. Interim narrative performance reports must be submitted within 30 days after the end of each six-month period for the duration of the award, except for the final six months (when final reports will be submitted within 90 days after the end of the grant period).

An annual financial status report must be submitted within 30 days after the end of the first year of the project, unless the award is for a one-year project. For one-year projects, only a final financial status report is required.

Final performance and final financial status reports must be submitted within 90 days of the close of the project period. Interim and final financial status reports must be submitted on the required forms [either SF 269, Financial Status Report (long form), or SF 269A, Financial Status Report (short form)].

Failure to comply with the reporting requirements may result in the loss of current or future funding from the IMLS.

SECTION VII. AGENCY CONTACTS

For information on this solicitation, write or call:

Mamie Bittner

Office of Policy, Planning, Research and Communications

Institute of Museum and Library Services

1800 M Street NW, 9th Floor

Washington, DC 20036-5802

Telephone: (202) 653-4630

E-mail: mbittner@imls.gov

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SECTION VIII. OTHER INFORMATION

Rejection and Award

IMLS reserves the right to reject any or all proposals.